

PKI DIGITAL CERTIFICATE EXPORT/IMPORT PROCESS

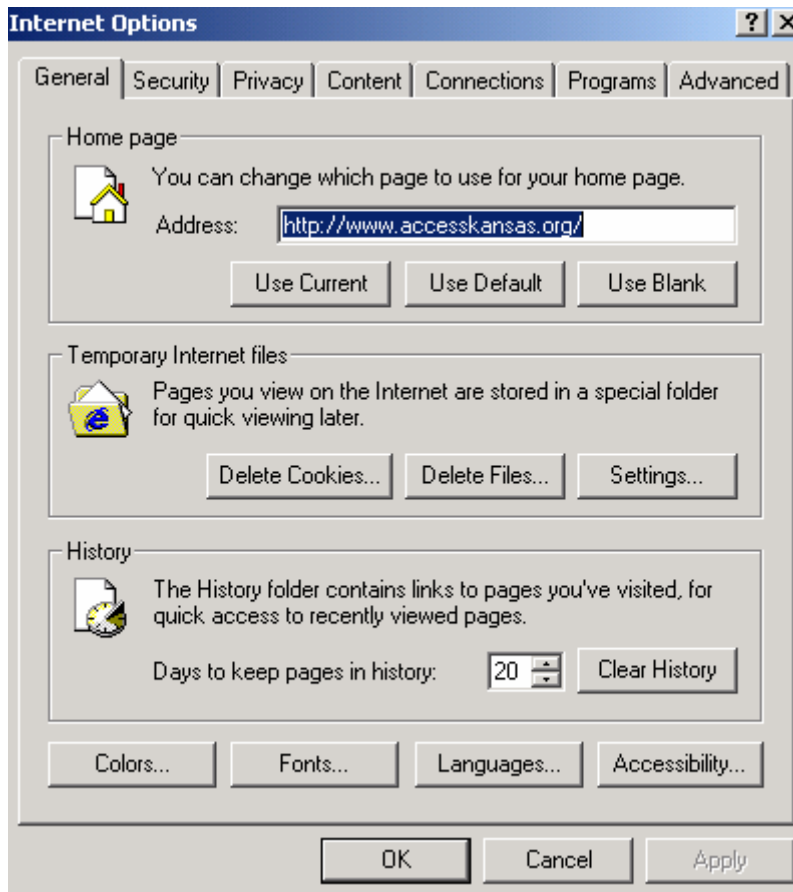
Exporting a certificate using Internet Explorer 6.0

Step 1: Open Internet Explorer 6.0

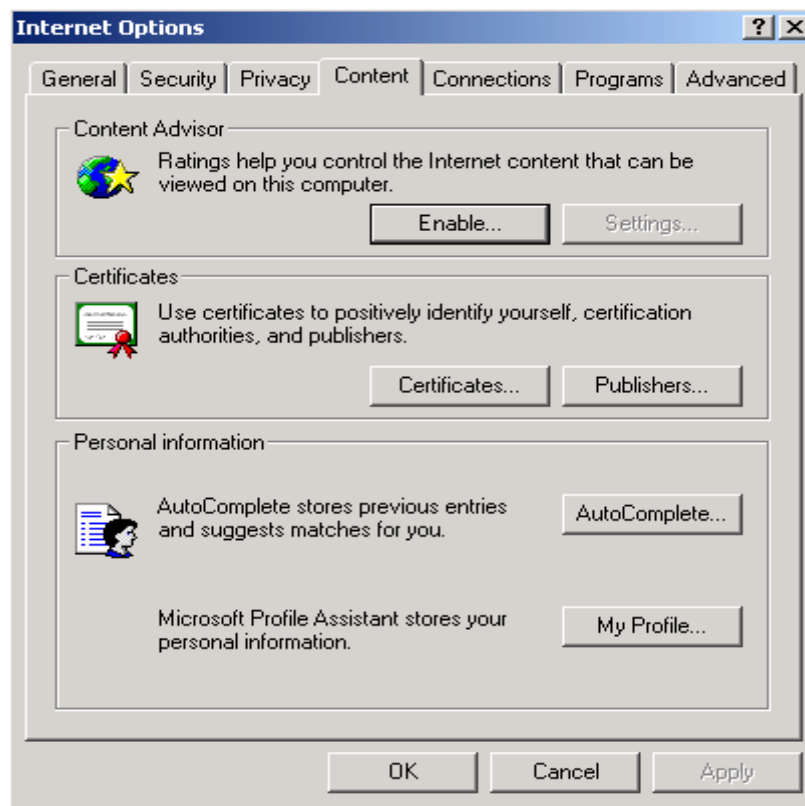
Step 2: Select Tools at the top and then select Internet Options as shown below



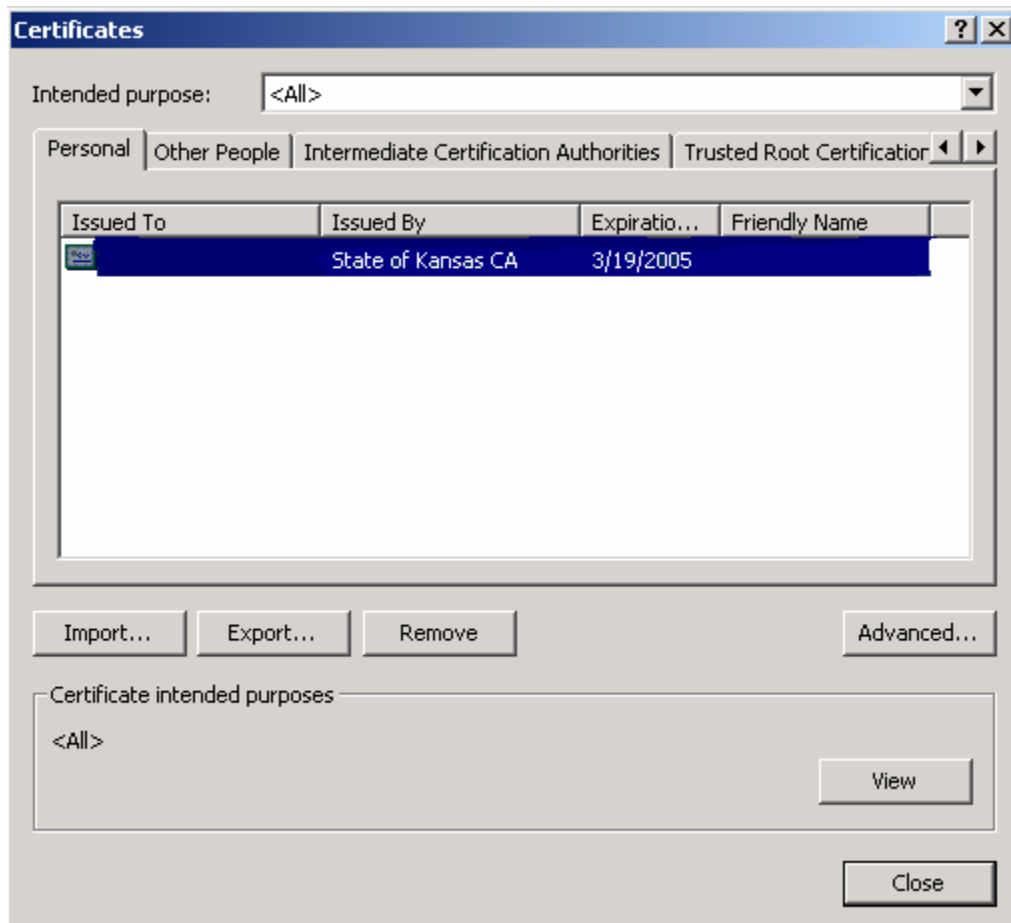
Step 3: Select the Content Tab



Step 4: Click Certificates



Step 5: Click once on the certificate listed. Then click Export.



Step 6: Select Next

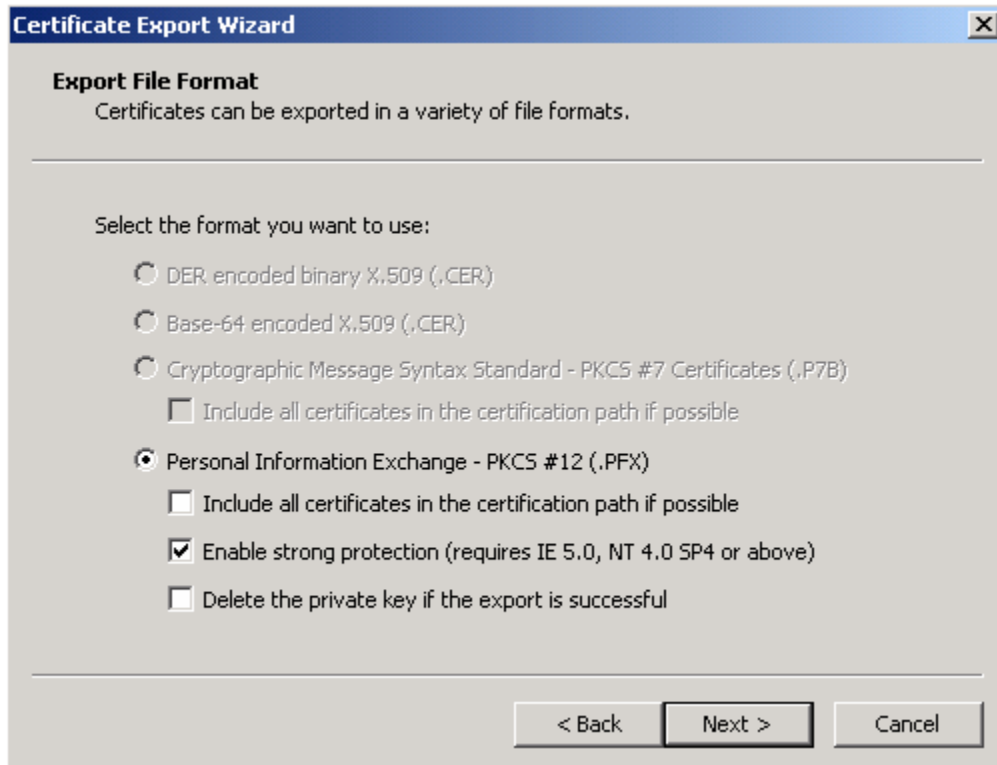


Step 7: Select “Yes, export the private key” then click Next



Step 8: Select Personal Information Exchange – PKCS #12 (.PFX) and “Enable strong protection (requires IE 5.0, NT 4.0 SP4 or above)”

Step 9: Click Next



The screenshot shows the 'Certificate Export Wizard' window, specifically the 'Export File Format' step. The window title is 'Certificate Export Wizard'. Below the title bar, the text reads 'Export File Format' and 'Certificates can be exported in a variety of file formats.' The main area contains the instruction 'Select the format you want to use:' followed by three radio button options: 'DER encoded binary X.509 (.CER)', 'Base-64 encoded X.509 (.CER)', and 'Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)'. Below these are two checkboxes: 'Include all certificates in the certification path if possible' (unchecked) and 'Personal Information Exchange - PKCS #12 (.PFX)' (selected). Under the selected option, there are two more checkboxes: 'Include all certificates in the certification path if possible' (unchecked) and 'Enable strong protection (requires IE 5.0, NT 4.0 SP4 or above)' (checked). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

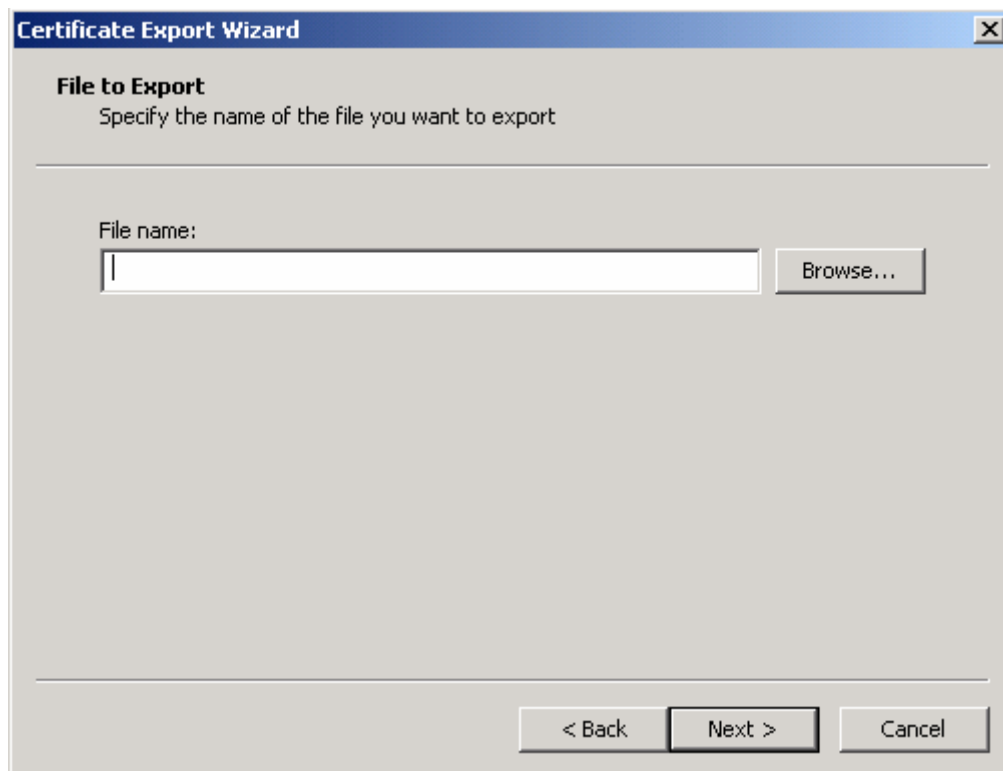
Step 10: Type in a password for your private key

Note: Make sure that you keep track of this password as you will need it for future importing of your certificate.



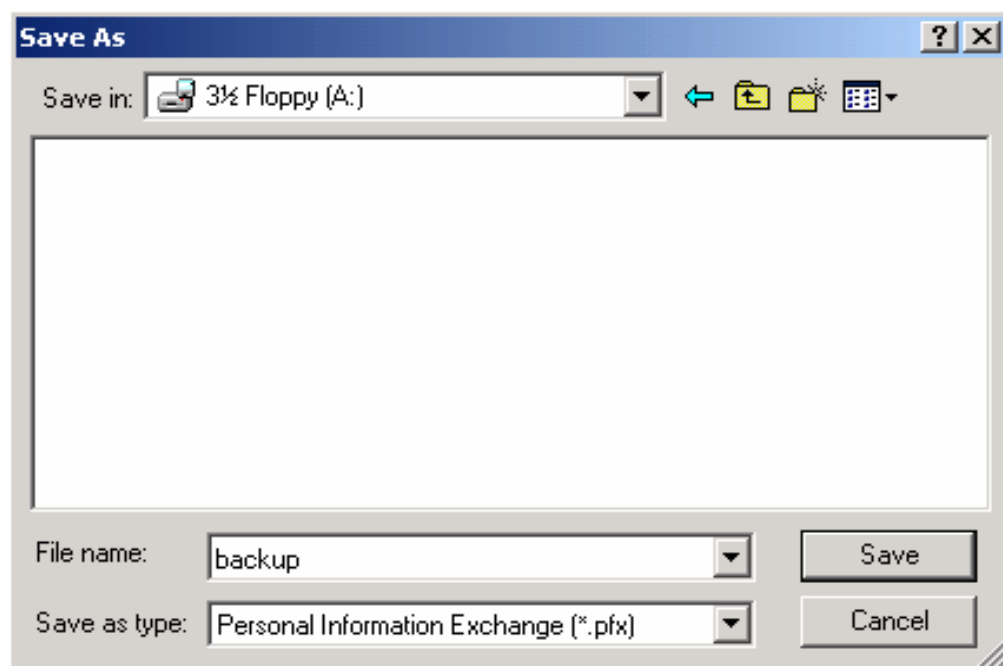
The screenshot shows the 'Certificate Export Wizard' window, specifically the 'Password' step. The window title is 'Certificate Export Wizard'. Below the title bar, the text reads 'Password' and 'To maintain security, you must protect the private key by using a password.' The main area contains the instruction 'Type and confirm a password.' followed by two text input fields. The first field is labeled 'Password:' and contains '*****'. The second field is labeled 'Confirm password:' and contains '*****'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 11: Click Browse



Step 12: Select a location such as your floppy drive to store your certificate export file *(Note: Please select a removable device such as a Floppy or USB storage device.)*

Step 13: Type in a name for your export file, then click Save



Step 14: Click Finish



Step 15: You should now receive an export successful message. Click OK.



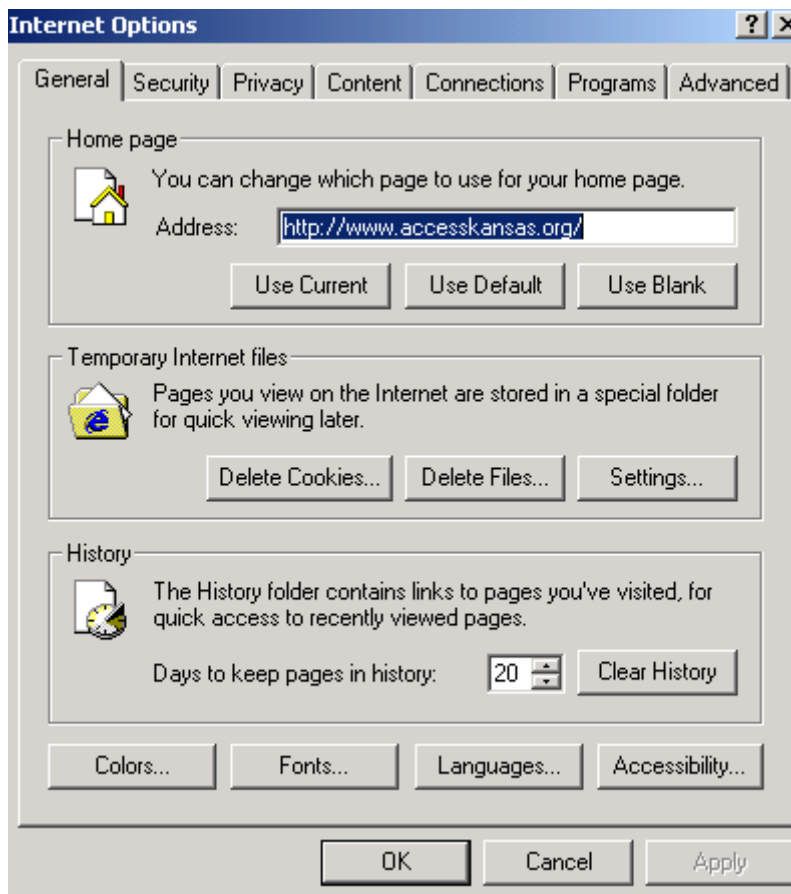
Importing a certificate using Internet Explorer 6.0

Step 1: Open Internet Explorer 6.0

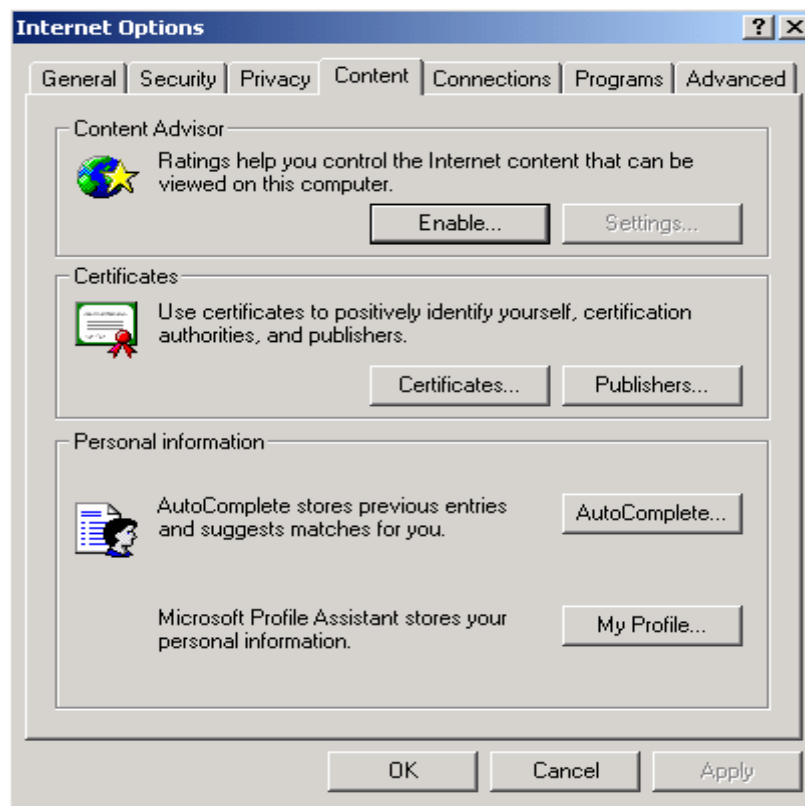
Step 2: Select Tools at the top and then select Internet Options as shown below



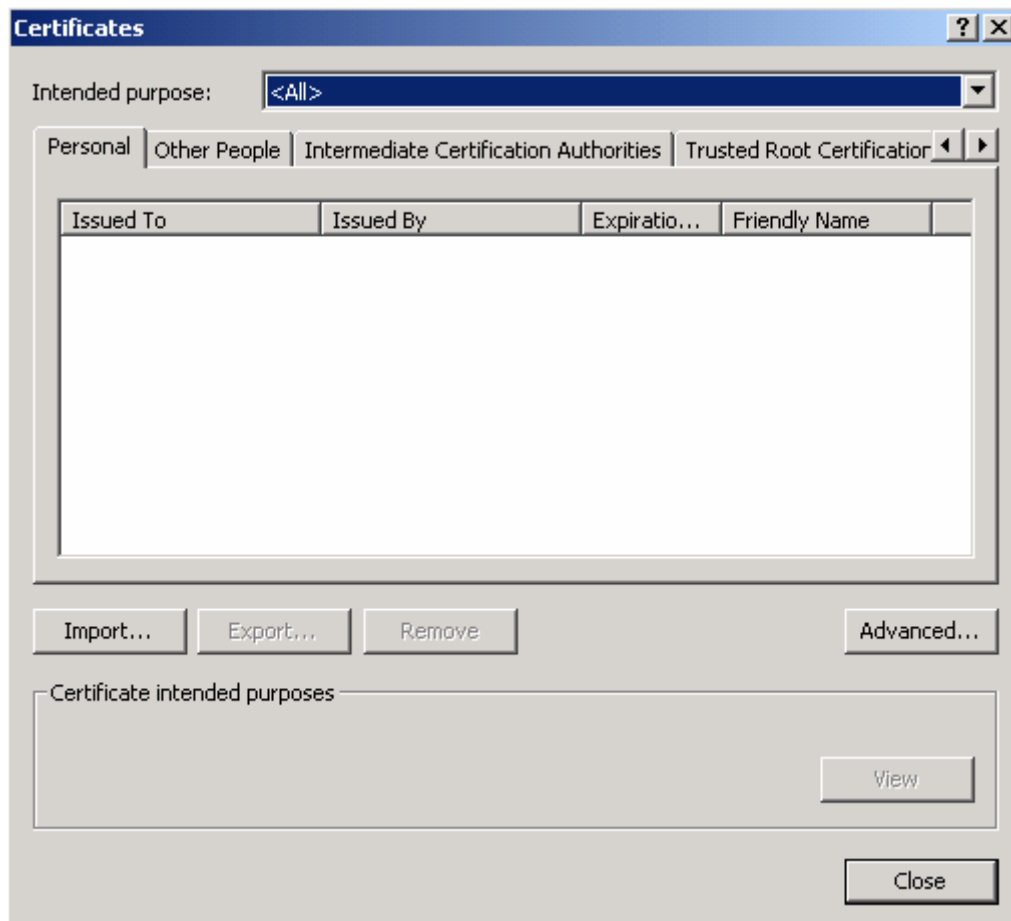
Step 3: Select the Content Tab



Step 4: Click Certificates



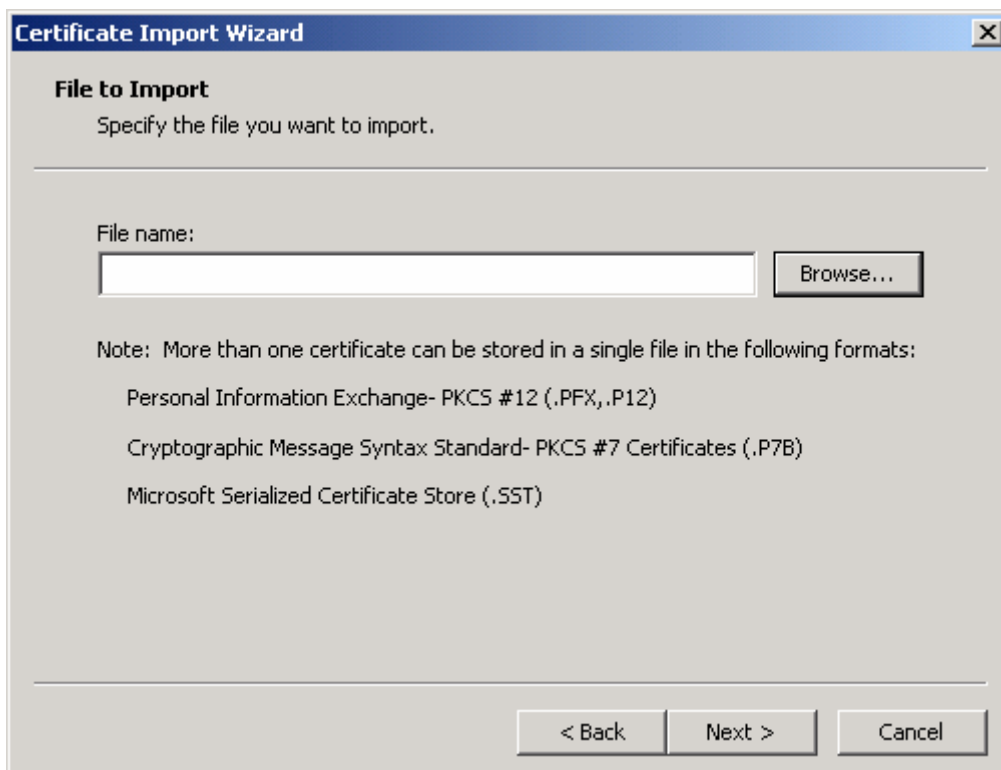
Step 5: Click Import



Step 6: Select Next



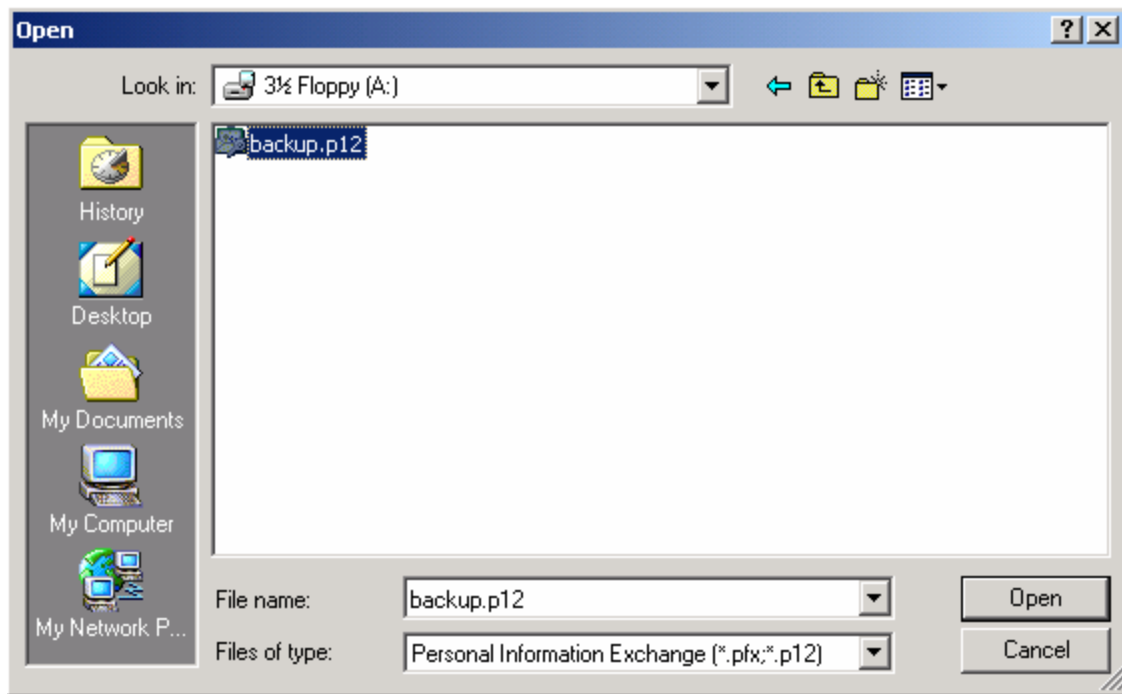
Step 7: Select Browse



Step 8: Locate your previously saved certificate file

(Note: You will not necessarily have a this file name or location, this was created for instruction purposes only)

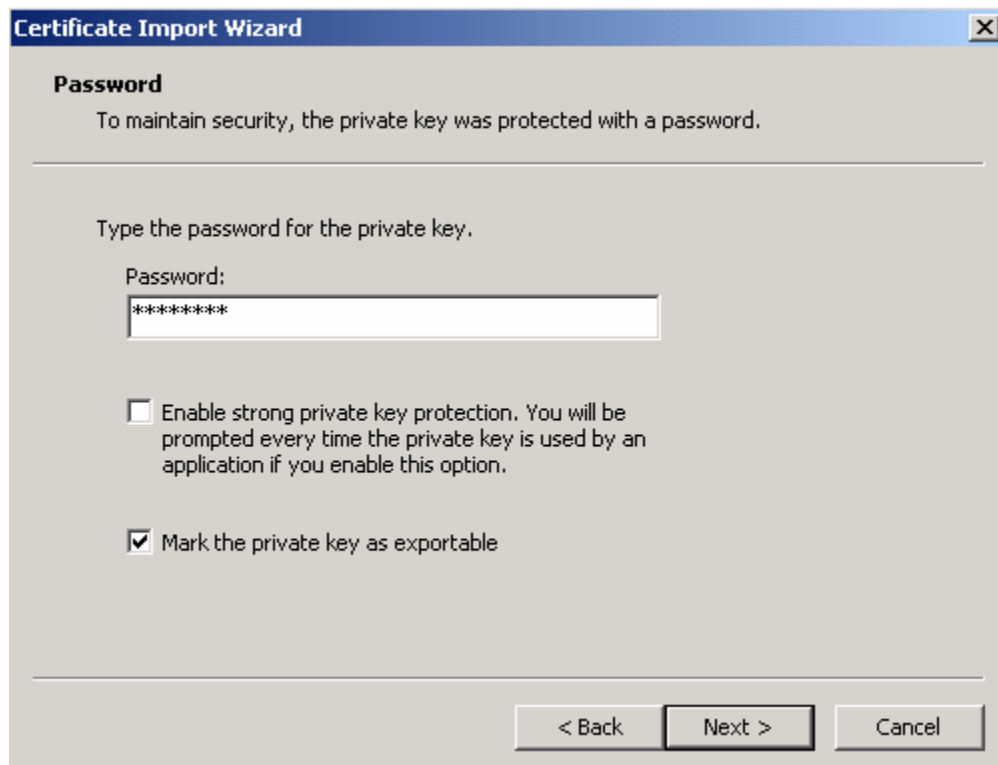
Step 9: Click once on the file name and then select Open



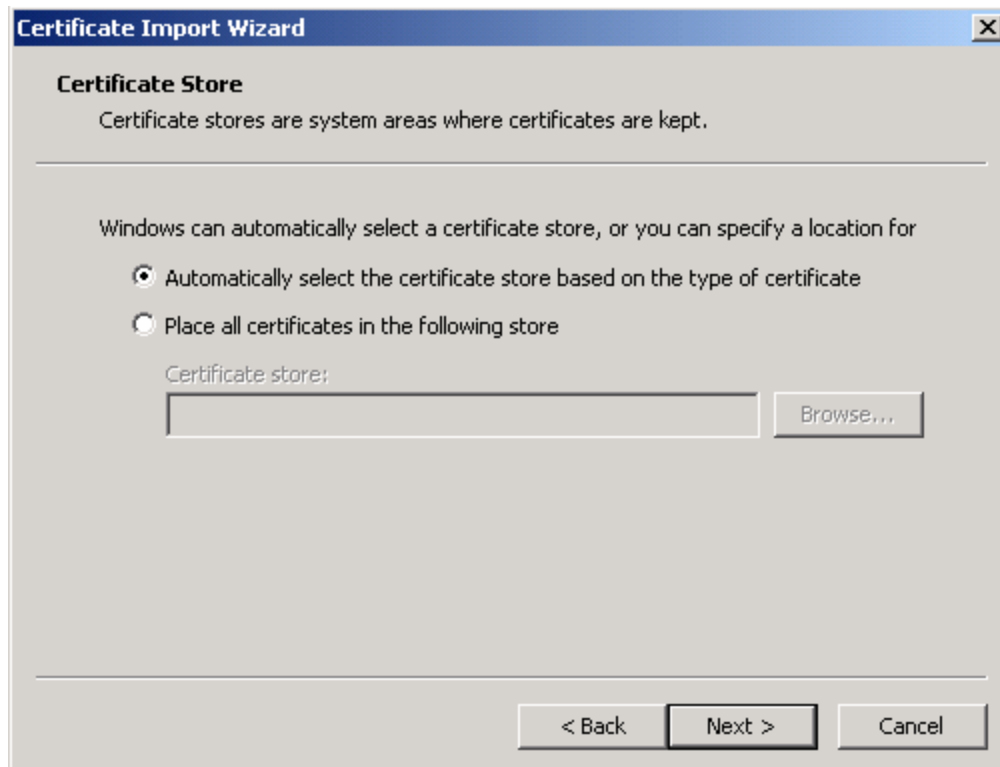
Step 10: Type in your private key password and then check the box next to “Mark the Private Key as Exportable”

(Note: This password was originally setup when you exported your certificate. We will not have access to these passwords.)

Step 11: Click Next



Step 12: Ensure that this setting is “*Automatically select the certificate store based on the type of certificate*” then select Next



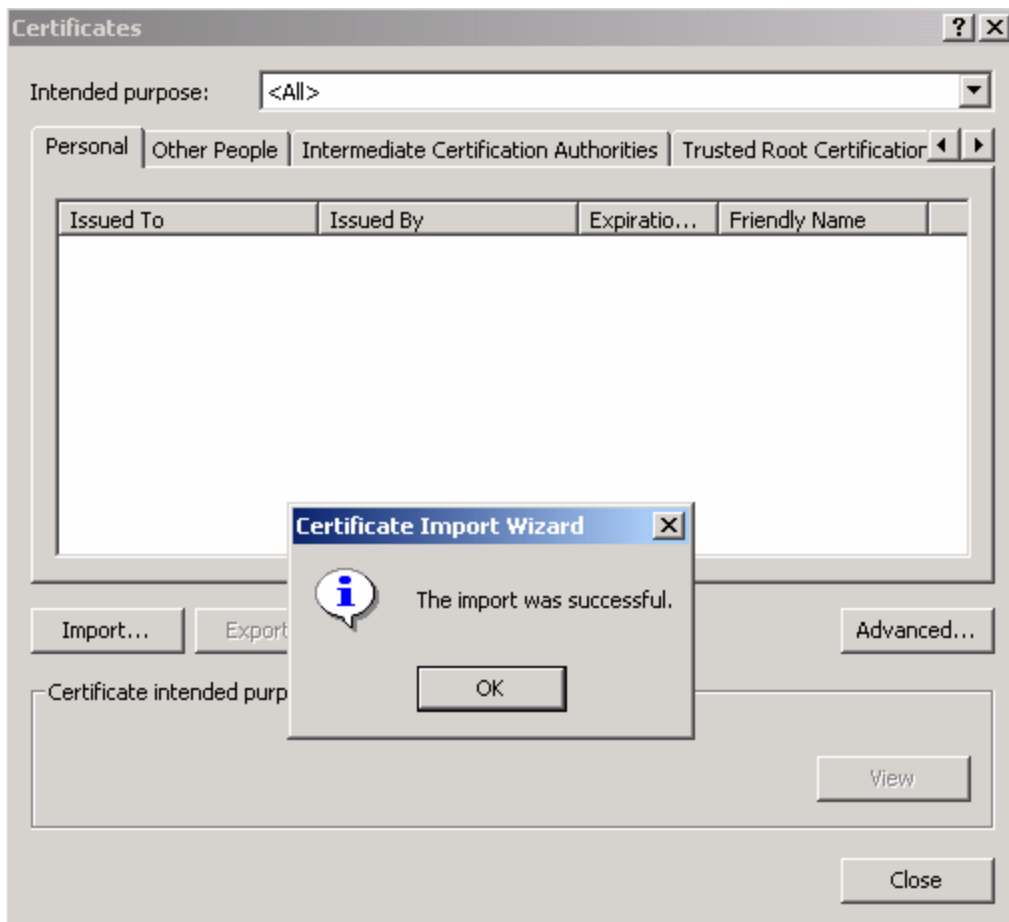
Step 13: Select Finish



Step 14: You will receive a security warning advising you that you are about to install a certificate from the State of Kansas. Click Yes.



Step 15: You will then receive an import successful message. Select OK.



Step 16: You will be taken back to your Certificates menu. Ensure that your certificate is listed here and that it also has a valid expiration date. Click close.

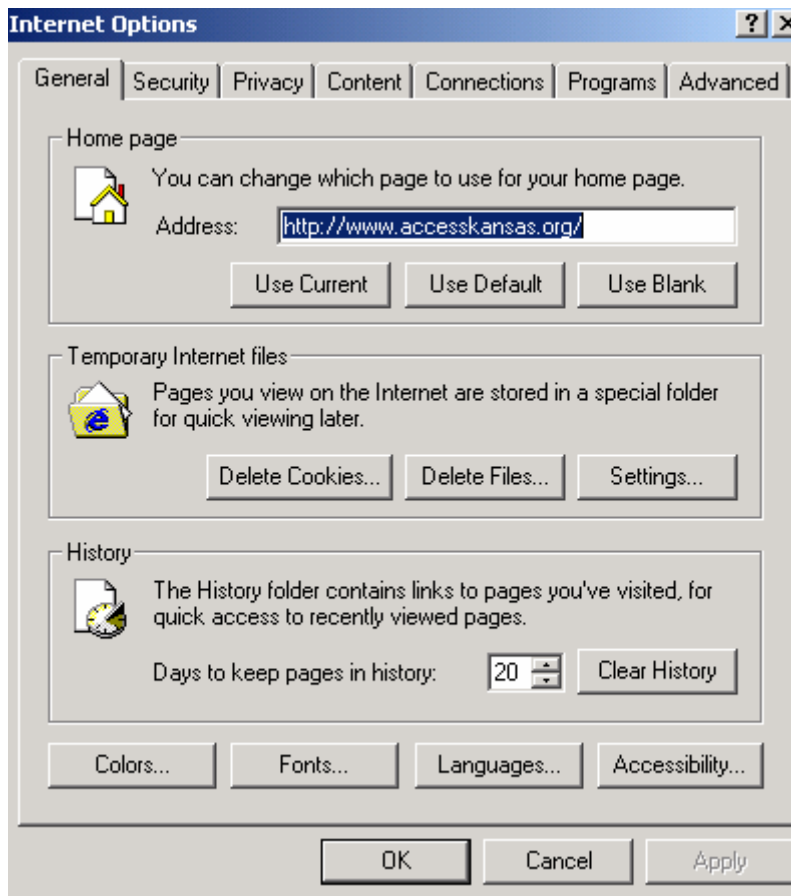
Step 17: To ensure that your certificate is valid and that you only have possession of one copy of your digital certificate, please complete the following steps:

- I. Remove the backup digital certificate from the removable storage device.
Instructions for a 3 ½ floppy are:**
 - a. Insert 3 ½ floppy into drive**
 - b. Double click My Computer on the desktop**
 - c. Double click 3 ½ Floppy Drive (A:)**
 - d. Right click on your backup certificate and select Delete**
 - e. Close 3 ½ Floppy Drive A: and Close My Computer**
 - f. From the Desktop, right click on Recycle Bin, select Empty Recycle Bin**
 - g. Select Yes to the Message, “Are you sure you want to delete all of the items in the recycle bin?”**

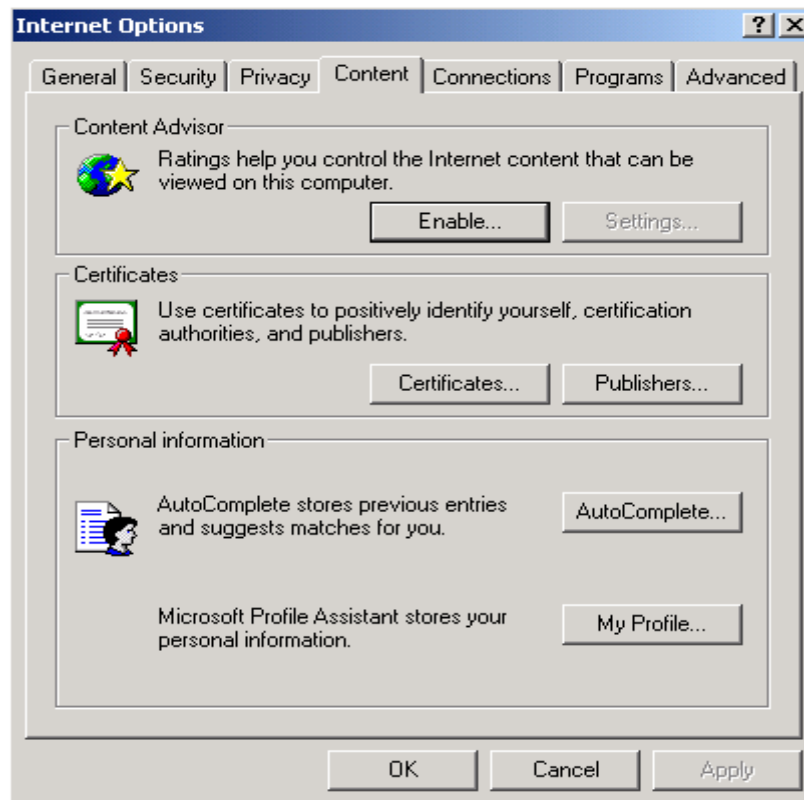
- II. Go back to the computer where you exported the certificate from.**
 - 1. Open Internet Explorer 6.0**
 - 2. Select Tools at the top and then select Internet Options as shown below**



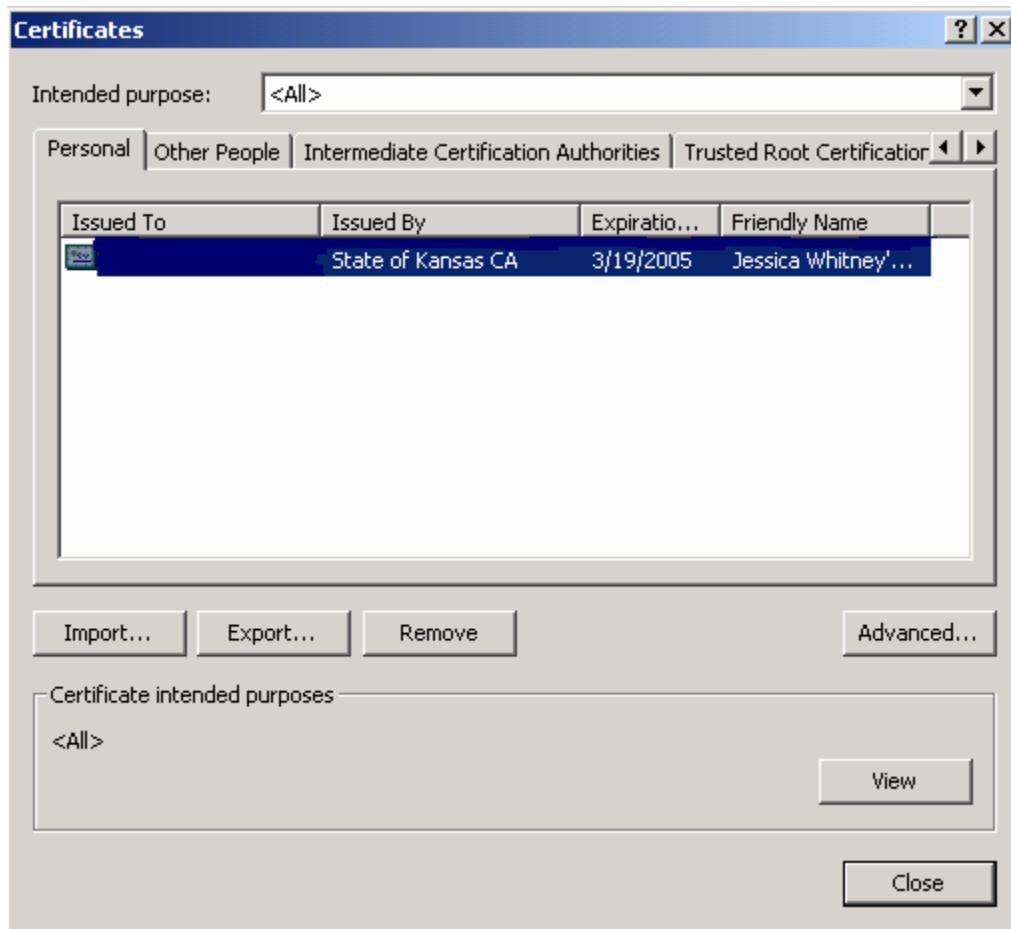
3. Select the Content Tab



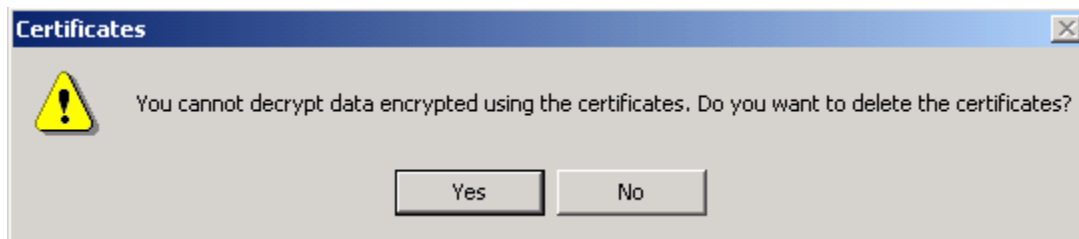
4. Click Certificates



5. Click once on the certificate listed. Then click Remove.



6. You will receive the following message:



If you do not have any encrypted data on this pc that you will need to decrypt using this digital certificate, then select yes. Data types include: encrypted emails, files, etc...

CONGRATULATIONS, you are finished!!!